

City of Chattanooga, TN
Personnel Class Specification

Class code 0479

FLSA: Non-Exempt

CLASSIFICATION TITLE: ACCIDENT INVESTIGATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to investigate vehicle accidents, property damage and personal injuries involving or directly related to the City of Chattanooga. Duties and responsibilities include, but are not limited to: responding to accident scenes; interviewing witnesses, victims, and other parties involved; inspecting assessed damages; taking scene photographs; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Investigates vehicle accidents, property damages and personal injuries involving the City; receives notification of accidents, damages and/or injuries; responds to scene of complaint; inspects accident and/or property damage site; determines if accident was preventable and notes what precautions could have been taken to prevent it; prepares accident report and submits to appropriate individuals; maintains confidentiality and integrity of investigation at all times.

Interviews victims, witnesses and other parties involved in accident and/or injury; collects data and eyewitness accounts for use as evidence and in City accident report.

Takes photographs and gathers other evidence at accident and/or injury scene; ensures all evidence is protected and carefully documented for use in court litigation and/or appearances.

Notifies police of accident and/or injury as soon as possible; cooperates with local law enforcement officers regarding accident investigations; provides information and answers questions as required; secures police complaint number for City records.

Conducts follow-up investigations into accident and/or property damage repair; ensures all parties involved are in compliance with agreed upon conditions.

Prepares reports, letters, memorandums and other documents as required by position; ensures accuracy and completeness; copies and maintains for departmental use and referral by authorized personnel.

Investigates complaints received from the City Attorney's office; provides accurate and thorough reports and documents to support investigation conclusions; appears in court on behalf of the City Attorney when subpoenaed.

Transports employees with minor injuries to City nurse or hospital; provides assistance where needed; maintains permanent medical records for employees with job related injuries.

Investigates public complaints pertaining to vehicle accidents and damage, property damages, and personal injuries; maintains confidentiality of all investigative reports and evidence; provides information and answers questions as needed and according to City legal guidelines.

Accompanies employees who have work-related court appearances to court.

Attends classes, seminars, and/or workshops as necessary to keep apprised of changes in legislation and current trends in the public sector.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; supplemented by one (1) to two (2) years previous experience and/or training involving accident investigations, data collection, interviewing or related; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid State of Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.